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**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Deputy Director, Administration

DATE: FEB 20 1952

FROM : Security Officer, CIA

SUBJECT: I&amp;SO - Table of Organization

1. In compliance with your memorandum of 7 February 1952, subject, "Personnel Ceiling", we have reviewed our present T/O of [ ] allocated positions with a view to conforming with the newly established ceiling of [ ]

25X9

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25X9

2. [ ] of the [ ] slots in the approved T/O have been blocked on our control records so that in the future no personnel will be recruited or processed for any of these positions. However, it should be noted that individuals currently occupy or are in actual process for [ ] of such blocked slots. No replacement will be requested with respect to these [ ] (or their equivalent positions) as attrition occurs through resignation or transfer. This will eventually reduce the actual number of employees on duty to the ceiling of [ ]

25X9

3. In consideration of the furtherance of the Agency's career development or management program, it is suggested that provision be made to protect those individuals supplied by I&SO as security officers in domestic and overseas assignments with respect to their future with the organization. To date, [ ] security officers have been furnished for overseas and [ ] for domestic duty. This number will increase as additional assignments are made. Therefore, authority is requested to carry these people on a CIA roster or pool consisting of approximately [ ] slots and that I&SO have permission to encumber up to one third of these slots as prospects for future security officer assignments are recruited. It will also take care of returning personnel who have completed their tours, pending reassignment to a regular I&SO slot.

25X1

[ ]  
SHEPHERD EDWARDS  
Colonel GSC

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